Connecticut SAT School Day
January 2016 Test Center Supervisor Training

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Agenda

+ Key Dates
+ Setup & Registration
+ Accommodations
+ Planning for Test Day
+ Planning Rooms and Staffing
+ Test Materials & Administration
+ Post Test Day & Make-up Administration
+ Scores & Reporting

2016 CT SAT School Day Key Dates

Activities	Date
Registration materials arrive in schools	1/19/16
List of unregistered students available in PSIS	Available Now
Accommodations requests submitted in SSD Online for College Board Accommodations	Now – 2/8/16
Accommodations requests for ELs requesting Translated Test Directions for college reportable scores	Now – 2/15/16
Accommodations requests submitted in SSD Online for Connecticut Specific Accommodations	1/21-2/15/16
Complete Paper Registration	1/19/16 -2/1/16
Return paper registration forms to College Board via custom courier	2/1/16
Test materials arrive at test centers	2/26/16
Connecticut SAT School Day Test Administration	3/2/16
Makeup Test materials arrive at test centers	4/22/16
Connecticut SAT School Day Makeup Administration	4/27/16

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Setup & Registration

Attending Institution (AI) Codes

+ Test Center Supervisors received an email on **January 15, 2016, from the College Board** with the AI code and Test Center code.

+ Attending institution (AI) codes are required to apply for accommodations for students. If you did not receive this email, please contact michelle.rosado@ct.gov

Test Center Codes

Schools that will be a testing location, have been assigned a five-digit test center code for the Connecticut SAT School Day.

+ The test center code is unique to this test administration and is not valid for any other SAT administration date.

+ Test center numbers are required for answer sheets, Connecticut SAT School Day forms, materials shipments and the paper registration process.

+ If your school is a weekend test center, the information provided for the Connecticut SAT School Day will not change the information already on file for weekend testing

Student Registration

Pre-Registered Students:

+ CSDE and College Board pre-registered as many students as possible by using the CSDE eligible students list that was generated from a snapshot of PSIS and matching it to students who have previously taken a College Board assessment.

+ Approximately 72% of Connecticut Grade 11 students were matched and pre-registered.

Student Registration

Paper Registration:

+ School districts are required to use a paper registration form for each Grade 11 student who has not been pre-registered.

+ The list of students who need to be registered, is now available from the Downloads section of PSIS Registration.

+ This download can be accessed by your district's PSIS coordinator.

Student Registration

+ Approved Private Special Education Programs (APSEPs) may obtain a file of these students from a link on the home page of the Restraint and Seclusion (RS) application. This list can be accessed by the RS Certifier for each APSEP.

+ Paper registration forms and registration instructions will arrive in schools on Tuesday, January 19, 2016. All registration forms must be completed by **February 1, 2016**, and will be picked up at your school by special courier.

Registration Materials

Registration materials will arrive in schools **January 19, 2016**. The shipment will include:

+ Registration instructions (one copy for the staff)

+ Connecticut SAT School Day Paper Registration Forms (to distribute to students)

+ Important Information for SAT Test-Takers (to distribute to students)

+ Connecticut Registration Bulk Transmittal Form (one copy to be returned with completed registration forms)

+ Return envelope and label for return shipping

Preparing for Registration

+ All students who are Grade 11 students as of **January 19, 2016**, should be registered. Those students who enroll after this date will register on test day.

+ Create individual labels or information sheets with SASID (State Assigned Student ID) numbers for each student to be registered.

+ Have your AI and Test Center Codes available for students.

+ **Students will respond to a subset of questions on the registration form**

+ The paper-registration process should take approximately 20 minutes.

Registration Form

Registration Form

The SAT Questionnaire allows you to provide information in planning for college and to help colleges find out more about your academic background, activities, and interests to help you about you. The Student Search Service also uses this information.

TURN THE PAGE TO COMPLETE ALL REQUIRED FIELDS!

12 SAT QUESTIONNAIRE To answer these questions, please see the Registration and Questionnaire Guide for SAT School Day.

Do not extend your marks into the adjacent ovals.

1. AREA OF STUDY
(None, ½, 1, 2, 3, 4, More than 4, AP*/Honors, IB)
- Mathematics
- English
- Natural Sciences
- Social Sciences and History
- Foreign and Classical Languages
- Arts and Music

COURSE WORK
(None, Before 9th Grade, 9th gr, 10th gr, 11th–12th gr, Honors, AP, Dual Enroll.)

2. MATH COURSES
- Pre-Algebra or other math course
- Algebra I or equivalent
- Geometry or equivalent
- Algebra II, Advanced Algebra, or equivalent
- Integrated Math Program
- Trigonometry
- Pre-calculus
- Computer Science
- Calculus
- Statistics
- Other math courses

3. ENGLISH COURSES
- English/Language Arts
- American Literature
- Composition/Writing
- British Literature
- World Literature
- English as a Second Language
- Journalism
- Creative Writing
- Communications
- Public Speaking

4. SCIENCE COURSES
- Biology
- Chemistry
- Environmental, earth, or space science
- Physics
- Engineering
- Other science courses

5. SOCIAL STUDIES COURSES
- U.S. History
- U.S. Government or Civics
- European History
- World History or Cultures
- Ancient History
- Economics
- Geography
- Psychology
- Sociology
- Other social studies courses

6. FOREIGN and CLASSICAL LANGUAGE COURSES
(None, Before 9th Grade, 9th gr, 10th gr, 11th–12th gr, Honors, AP, Dual Enroll.)
- Chinese
- French
- German
- Greek
- Hebrew
- Italian
- Japanese
- Korean
- Latin
- Russian
- Spanish
- Other language courses

7. AVERAGE GRADES
(A, B, C, D, E/F)
- Mathematics
- English
- Natural Sciences
- Social Sciences and History
- Foreign and Classical Languages
- Arts and Music

8. GRADE POINT AVERAGE
A+, A, A-, B+, B, B-, C+, C, C-, D+, D, E/F

9. CLASS RANK

10. ART and MUSIC EXPERIENCE

11. HIGH SCHOOL and COMMUNITY ACTIVITIES
(Mark up to ten activities.) (9th, 10th, 11th, 12th, Officer/Award)
- Academic honor society
- Athletics: Intramural
- Athletics: Varsity
- Career-oriented activity
- Community or service activity
- Dance activity or club
- Debating or public speaking
- Ethnic or cross-cultural activity
- Foreign exchange or study abroad
- Foreign language activity
- Government or political activity
- Journalism or literary activity
- Junior ROTC
- Religious activity
- Science or math activity
- School spirit activity
- Theater activity
- Work: Co-op program
- Other activity

○ I have not participated in any of the above activities.

12. SPORTS (Mark up to six sports.)
○ I have not participated in any sports.

13–18. PREFERRED COLLEGE CHARACTERISTICS
13.
14.
15.
16.
17.
18.

19. DEGREE GOAL

20–22. CHOICE OF MAJORS
First Choice
20.   21.   22.

23. PART-TIME JOB PLANS

24. ADVANCED PLACEMENT PROGRAM/EXEMPTION PLANS
○ Yes ○ No

25. COLLEGE PROGRAMS AND ACTIVITIES

26. FINANCIAL AID
○ Yes ○ No ○ I don't know

27. HOUSING PREFERENCE

28. RACIAL/ETHNIC GROUP
a.
b.

29. a. FIRST LANGUAGE
b. BEST LANGUAGE

30. CITIZENSHIP

31. RELIGIOUS PREFERENCE

32. SELF-RATINGS
(Mathematical ability, Scientific ability, Writing ability)
- HIGHEST
- ABOVE AVERAGE
- AVERAGE
- BELOW AVERAGE

33. PARENTS'/GUARDIANS' HIGHEST LEVEL OF EDUCATION
1. Parent/Guardian 1
2. Level of Education
3. Parent/Guardian 2
4. Level of Education

34. FAMILY INCOME

13 STATEMENT and SIGNATURE (REQUIRED) Copy the statement below and sign your name as you would on an official document.

I hereby agree to the conditions set forth in the Student Registration Guide and other registration materials provided to me and certify that I am the person whose identifying information appears on this Registration Form.

SIGNATURE (Sign as you would on an official document.)

By submitting your registration, you agree to the conditions in the SAT registration materials provided. You also agree with the SAT Test Security and Fairness policies and understand that any violation of these policies will result in score cancellation and may result in reporting of certain violations to law enforcement.

Connecticut SAT Participation Policies

Students who are enrolled in state Approved Private Special Education Programs (APSEP)	Tested by the APSEP.
Students who move to a private school or to an out-of-state school during testing.	Will not be tested.
Students Hospitalized or Homebound due to illness	Will not be tested.
Students on Homebound instruction due to Suspension or Expulsion	Must be tested at the school district's central administration offices by a certified school staff member who is fully trained in the proper test administration and security procedures.
Students who may qualify for a Medical Exemption	Contact CSDE for information.
Home Schooled Students	Will not be tested.

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Connecticut SAT Participation Policies

Students who are newly enrolled in a Connecticut public school after the district testing window has commenced.	Will take the SAT on the April 27, 2016 makeup date.
Student was enrolled as a Grade 9,10, or 11 grade student at the beginning of the year and is a Grade 12 student during the testing window.	The district must determine when the student is closest to being a Grade 11 student and test in that year. A public high school student may not skip mandatory SAT in Grade 11.
A Grade 12 student transfers into a Connecticut public high school from out of state or from a private school.	Will not be tested.
Students who are in PSIS and who are enrolled in non-public schools.	Will not be tested.

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Registration on Test Day

Students who enroll after the paper registration period ends on **February 1, 2016**:

+ Will complete registration on test day and take the test on **March 2, 2016** if materials are available.

+ If the student requires special accommodated test forms, the student should complete the registration form and they will test on the **April 27, 2016**.

+ Students will need their SASID number, the AI Code, and test center code to complete the paper registration form.

Student Registration -- Admission Ticket

+ Admission tickets will be shipped to schools for all students. Students will grid their registration number on their answer sheet.

+ For students, who register on test day, they will not yet have a registration number and will leave the field blank.

Options for Students Registered for a Weekend SAT
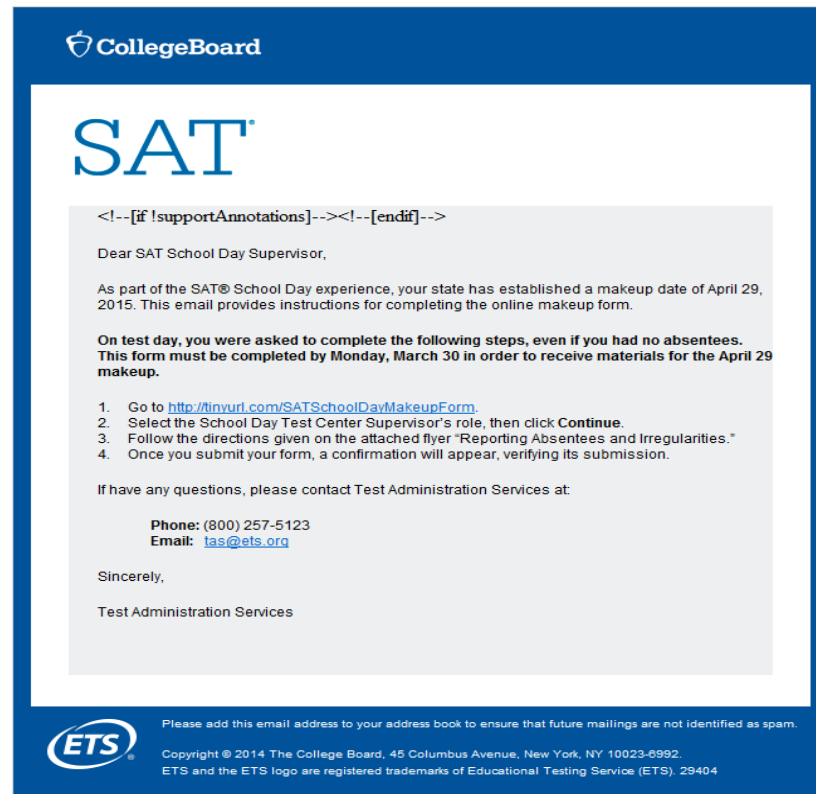
+ Students or their parents may contact College Board at 866-756-7346 to:

    – Change their current weekend registration to another weekend administration (March, May, or June) without a change fee.

    – Apply their payment toward an SAT Subject Test instead of the SAT without a change fee.

    – Or, receive a refund for a March, May, or June 2016 administration.

Test Make-ups

+ Students who miss the initial test administration, will be required to take the SAT on the makeup date, **April 27, 2016**.

+ Test Center Supervisors and SSD Coordinators will receive an email reminding them of the makeup date with a link to request the necessary makeup materials.

+ Test Center Supervisors will complete the online form "Early Reporting Form-Absentees & Irregularities" to provide the total count of materials required for the makeup administration.

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<!--[if !supportAnnotations]--><!--[endif]-->

Dear SAT School Day Supervisor,

As part of the SAT® School Day experience, your state has established a makeup date of April 29, 2015. This email provides instructions for completing the online makeup form.

On test day, you were asked to complete the following steps, even if you had no absentees. This form must be completed by Monday, March 30 in order to receive materials for the April 29 makeup.

1. Go to http://tinyurl.com/SATSchoolDayMakeupForm.
2. Select the School Day Test Center Supervisor's role, then click **Continue**.
3. Follow the directions given on the attached flyer "Reporting Absentees and Irregularities."
4. Once you submit your form, a confirmation will appear, verifying its submission.

If have any questions, please contact Test Administration Services at:

Phone: (800) 257-5123
Email: tas@ets.org

Sincerely,

Test Administration Services

ETS

Please add this email address to your address book to ensure that future mailings are not identified as spam.

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Accommodations

Accommodations

All accommodations are requested through College Board's SSD Online system.

+ **College Reportable Accommodations**

  - Students with an individual education program (IEP)

  - Students with Section 504 Plans

  - English Learners requesting written directions or oral test directions

  - Deadline: **February 8, 2016**.

Accommodations

Connecticut Specific Accommodations

- Students with an individual education program (IEP)

- Students with Section 504 Plans

- English learners requesting time extension and/or a bilingual dictionary

- Deadline: **February 15, 2016.**

Accommodations

	College Reportable Accommodations	Connecticut Specific Accommodations
Students with Disabilities	Used for accountability and college admission	Used for accountability purposes only
	• Braille Booklets • Text-to-Speech for all test content (CB MP3 audio) • Large Print Booklet • Color Overlay • Noise Buffering • Magnification Device • Computer Response • Scribe • Speech-to-Text (CB Assistive Technology) • Specialized Calculator • Abacus • Multiplication table • Time Extension • Separate Setting • American Sign Language (ASL)- test directions only • Signed Exact English -test directions and test content	• Sign Language – test content • Sign Language – student responses
English Learners	Used for accountability and college admission	Used for accountability purposes only
	• Written Directions in Spanish, Arabic, Portuguese, Polish, Mandarin and Haitian-Creole • Native Language Reader – test directions only	• Time Extension • Bilingual Dictionary Word-to-Word Translation

Beginning the SSD Process

+ **Identify an SSD Coordinator**
This should be someone at the school level such as a Lead Special Education Teacher or counselor. A district/school may have more than one SSD Coordinator.

+ **Complete the SSD Coordinator Form to request access to SSD Online Go to** https://www.collegeboard.org/students-with-disabilities/ssd-online/get-access

+ **Create a College Board Educational Professional Log-in Account (EPL)**
Go to www.collegeboard.org/profaccount to create account

+ **Receive Access code (1st time only)**
Sent by email

Requesting Accommodations For College Reportable Scores

+ **Online request process** - Log in at any time to see status of students' request or to print a list of approved students. Go to: www.collegeboard.org/ssdonline

Application Process – New Requests

+ Go to SSD **Online** (CB Professional account required)

+ **Enter** basic student information

+ The IEP or 504 Plan gives consent

Application Process – New Requests

+ **Answer questions** about student's disability, requested accommodations, and available documentation via SSD Online
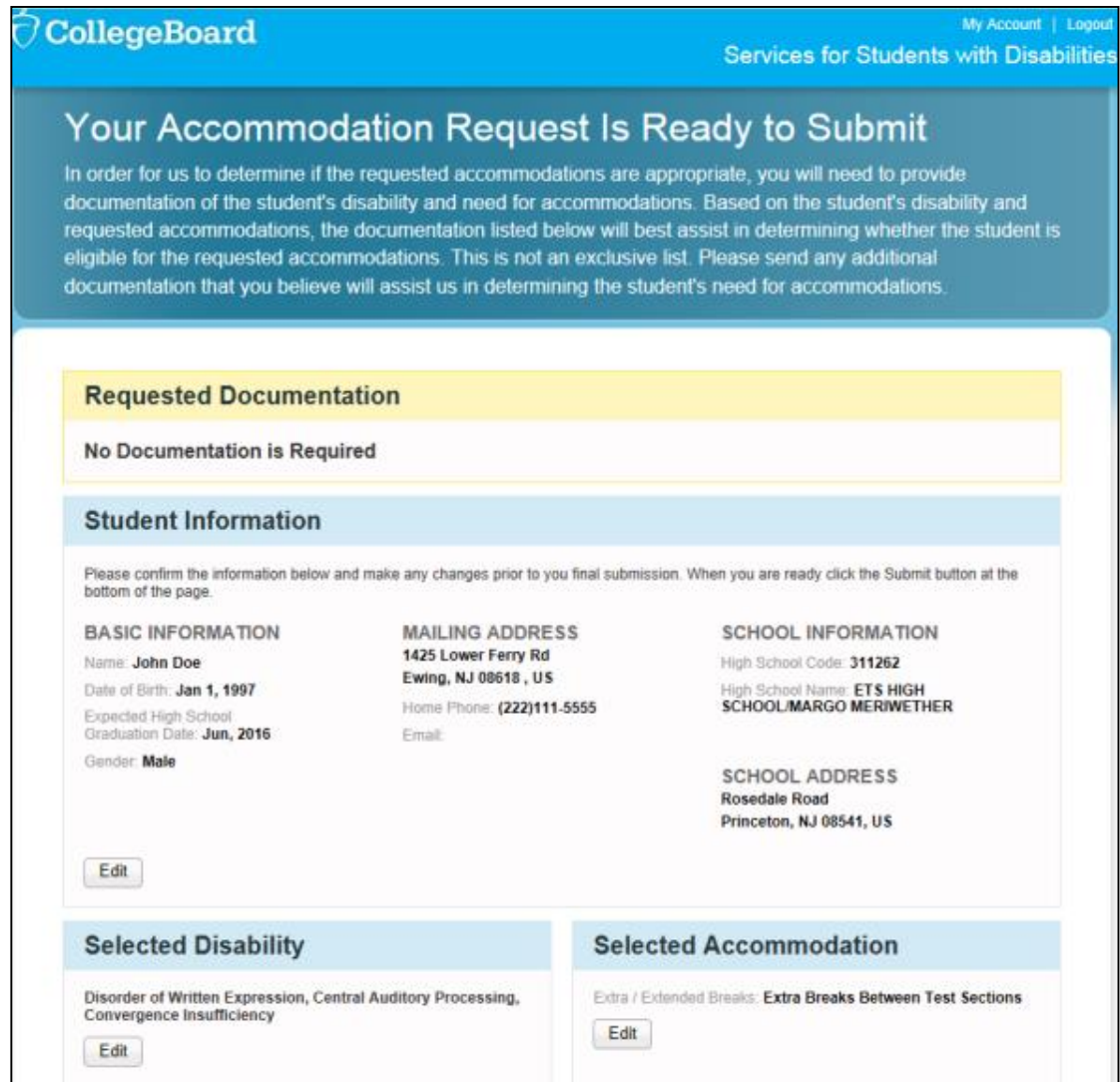
For English Learners requesting written or oral translated test directions, choose "other" in the SSD Online system and indicate whether you are requesting written or oral translated test directions and for what language.

Application Process – New Requests

+ **Submit** the request electronically via SSD Online

+ Many requests will be approved automatically through our school-verification system. Based on the information provided by the SSD Coordinator, the system will identify "No Documentation is Required".

Application Process – New Requests

+ In some cases, you may be prompted to provide additional documentation. For Connecticut SAT School Day **no additional documentation** is required.

+ **Upload** the Connecticut SAT SSD Form into the SSD Online Dashboard to override the system. This will move the request into the "Document Review" status

Application Process – New Requests

+ **Choose** "Upload Documentation Now" button to attach and upload form.

+ **Submit** request.

+ **Check** your dashboard for approval status.

Accommodations – Previously Declined Requests

Reopen the request for the Connecticut SAT School Day administration so that students have access to all accommodations listed in their IEP, 504 Plans, or English Learners. Additional student documentation will not be required.

+ From the Dashboard, locate the student

+ Select "options;"

+ Click "Change Request;"

Accommodations – Previously Declined Requests

+ Print, complete, and fax in the change request form to College Board's secure electronic document system. District SSD Coordinators or other authorized District personnel should use a secure fax machine or ensure that the form is promptly removed from the fax machine after transmission.

+ The status of the request will change to Document Review and once approved, the SSD Online Dashboard will reflect the approval status.

Accommodations – Previously Submitted

+ **Document Review Status**:

  - CSDE and College Board are reviewing these requests.

  - <u>No action required by districts</u>. If further information is required, the CSDE will contact districts directly.

  - Once approved, the SSD Online Dashboard will reflect the approval status. The SSD Coordinators should check the SSD Online Dashboard regularly.

+ **Awaiting Documentation Status**:

  - Upload the Connecticut SAT SSD Form (used only for March 2, and April 27, 2016, tests) into the SSD Online Dashboard to override the system.

  - Once approved, the SSD Online Dashboard will reflect the approval status. The SSD Coordinators should check the SSD Online Dashboard regularly.

CT Specific Accommodations
For Non-College Reportable Scores`

+ All State-Allowed Accommodations (SAAs) should be submitted via the SSD Online system (https://www.collegeboard.org/students-with-disabilities/ssd-online)

+ Once logged in, SSD Coordinators will see a link in the upper left hand corner to go to the SAA Dashboard.

+ The submission of student information should be initiated from the SAA Dashboard.

+ All requests will be automatically approved and do not require documentation.

+ All requests must be submitted by **February 15, 2016**, for SAT for 11th-graders, in order to ensure that the appropriate materials will be provided on test day.

+ SAAs are available *only* for the Connecticut SAT School Day administration.

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Requests for CT Specific Accommodations
For Non-College Reportable Scores

+ To access the State-Allowed (SAA) Dashboard, click the link in the upper left hand corner.

Requests for CT Specific Accommodations
For Non-College Reportable Scores

+ Enter the student information.

+ Select the CT specific accommodation, from the list:

  - State – Allowed: Sign the Reading and Writing assessments - ASL

  - State – Allowed: Student responds in ASL for Reading and Writing

  - State – Allowed: Use of Bilingual Word –to-Word Dictionary and/or Use of Glossary/Thesaurus for EL students

  - State – Allowed: Mathematics Calculations +50% (time and ½) for EL students

  - State – Allowed: Mathematics Calculations +100% (double time) for EL students

  - State – Allowed: Mathematics Calculations Greater than 100% for EL students

  - State – Allowed: Reading +50% (time and ½) for EL students

  - State – Allowed: Reading +100% (double time) for EL students

  - State – Allowed: Reading Greater than 100% for EL students

+ Submit the request. The request will be automatically approved.

Planning for Test Day

Roles and Responsibilities at Participating Schools

Principal is our main contact for general information at the school and is responsible for:

+ Receiving and distributing general information about the Official SAT Practice through Khan Academy.
+ Receiving the school's allotment of School Day Fee Waivers for distribution to eligible students.
+ Enlisting the aid of other staff, but she or he will be the College Board's main contact.

Roles and Responsibilities at Participating Schools

SSD Coordinator is the building level person responsible for:

+ Being the school's liaison with the CSDE and the College Board.

+ Submitting accommodation requests for all students who request them at his/her school.

+ Receiving materials and administering the test to students who have a non-standard administration of the test and appear on the Non-standard Administration Roster (NAR).

Roles and Responsibilities at Participating Schools

Test Center Supervisor (TCS) is the main contact for the Connecticut SAT School Day administration at a school, including:

+ Pre-admin activities like test center set-up, planning rooms and staff for test day, and receiving and securing test materials.
+ Everything on test day, including distribution of materials, monitoring of all test day activities and staff, packaging and returning test materials, and completing Supervisor Irregularity Reports.
+ Identifying staff to serve as **Associate Supervisors, Proctors** and **Hall Monitors** for test day staff support

The TCS will receive all communications from the CSDE and College Board.

Roles and Responsibilities at Participating Schools

Associate Supervisor(s) are accountable for everything that takes place in that room including management of all testing materials, conducting the testing and monitoring test-takers to ensure a fair administration

+ Recommend using current or retired teachers, counselors, administrators, or other educators who are familiar with test administration and/or classroom management.

+ Each room requires one Associate Supervisor.

Roles and Responsibilities at Participating Schools

Proctor(s) and Hall Monitors are responsible for assisting the Test Center and Associate Supervisors.

+ Proctors do not administer the test, but they do help set up the testing area and monitor testing. Hall Monitors patrol the hallways during testing to make sure the testing area remains quiet and secure.

+ Proctors and Hall Monitors may be members of the school staff.

Planning for Schedule on Test Days

+ Testing time with breaks included is 3 hours, 30 minutes, please plan for an additional 30 minutes of pre-administration time.

SAT Sections	Time (in minutes)
Reading	65
Break	10
Writing and Language	35
Math (no calculator)	25
Break	5
Math (with calculator)	55
Book collection	15
Total (hours, minutes)	3h, 30m

+ School schedules will require some adjustments
  – Lunch periods
    • Testing cannot be interrupted for lunch, so lunches must take place after testing is complete
    • Students may eat snacks during breaks
  – Bell schedules
    • Bells must be silenced during test administration

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Planning for Schedule on Test Days

Standard Schedule for Test Day

8am *	Close test room doors
8-8:30 am	Distribute materials and read directions
8:30 am	Begin testing
11:45 am	Finish testing
* Schools may vary this start time by 30 minutes without approval.	

+ Schools can vary from this schedule by up to 30 minutes.
+ If a school needs to vary from this schedule by more than 30 minutes they need to contact SAT School Day Customer Support for approval

Planning Rooms & Staffing

Resource Planning

+ Test Center Supervisors

  – Responsible for overseeing the testing of students in the standard testing room as well as students testing with accommodations that do not require special administration procedures.

  – Will identify the students for testing from the online roster called SOAR.

  – Will plan rooms and staffing for the students on the SOAR roster.

+ SSD Coordinators

  – Responsible for overseeing the testing of students testing with non-standard accommodations as well as Connecticut specific accommodations.

  – Will identify students for testing by accessing the Non-Standard Accommodations Roster (NAR) from the SSD Online system.

  – Will need to plan rooms and staffing for the students on the NAR roster.

Standard Room Testing

+ Students in the standard room will receive **Aqua** test books

+ These students appear on the SOAR Roster.

+ Students tested in the standard room include

  - Students testing without accommodations

  - Students testing with the following accommodations

    – Large Print Test Book – 14 point

    – Large Block Answer Sheet

    – Magnifier

    – Written copy of Oral Instructions

    – Permission for food/medication

    – Wheelchair accessibility

    – Preferential seating

    – Record answers in test book

    – Auditory Amplification/FM System

Non-Standard Room Testing

Students in the non-standard room will receive **Pink** test books

+ These students appear on the SOAR Roster.

+ Students who have different timing should be tested in separate rooms

+ Students tested in the non-standard room include:

  - Extended Breaks

  - Extra breaks (without extended time)

  - Four-function calculator on Math – No Calculator section

  - Permission to test blood sugar

  - Small group setting

  - Students testing with 50% extended time

NAR Room Testing

+ Students in the NAR room(s) will receive **Cyan** test books

+ These students appear on the NAR Roster

+ Students who have different timing should be tested in separate rooms

+ Students tested in the non-standard room include

- Large print test book 20 point or greater

- Magnifying machine

- Braille and/or Braille graphs

- Reader

- MP3 Audio Format

- Writer/scribe

- Breaks as needed

- One-on-one testing

- Late start time

- Limited testing time

- Assistive Technology Compatible

- Written Directions in Spanish, Arabic, Portuguese, Polish, Mandarin and Haitian-Creole

- Native Language Reader – test directions only

Connecticut Specific Accommodation Room

Students in the CT Specific Accommodations room(s) will receive **Lime** test books. These students will appear on the State-Allowed Accommodations (SAA) Roster.

+ Students who have different timing should be tested in separate rooms.

+ Students tested in the SAA room include:
    - Sign Language – test content
    - Sign Language – student responses
    - Time Extension
    - Bilingual Dictionary Word-to-Word Translation

Rosters for Test Center Supervisors

Test Center Supervisors will receive an email providing access to the online roster called SOAR.

+ Students appearing on this roster will be tested in either the Standard room or Non- standard room.

  - The Summary View is divided into Groups with Standard testing and Nonstandard testing

  - The Summary View displays total registrants by "Group Type". Registrants within the same group may test in the same room and are displayed together on the Attendance Roster.

  - You can't test different group types in the same room.

Supervisor Roster – Summary View

Category Type	Registered	Waitlist	Group Type
SAT	39	0	A1
SAT with Essay	0	0	
SAT Subject Tests	0	0	

Category Type	Registered	Waitlist	Group Type
SAT - No extra time or breaks Approved for small group, test blood sugar, etc	4	0	T1
SAT - Extended Time (includes extra breaks) Not approved for extended breaks	2	0	T5
SAT - Extended Time in Math only Not approved for extended breaks.	1	0	T7
SAT - Extended Time in Math only and Extended Breaks	1	0	T8

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Supervisor Roster – Attendance Roster
(Aqua Books)

Used on test day to take attendance for the test.

NOTE: Test takers within the same Group Type must be tested in the same room(s). Test takers from different Group Types must not be seated in the same room, unless specifically noted. If a test taker chooses to opt in or out of the essay at check in, please indicate by making an X in the "Opt Into Essay / Opt Out Of Essay" column.

	Student's Name			Registration Number	P-Present/ A-Absent / X-No Entry	Date Of Birth	Sex	Photo Required	Age 21 and Over	Verify ID	Verify Admin Ticket	High School Code	Opt Out Of Essay
	Last	First	M.I.										
1*	COHEN	SAYAK		00428 32848		05/11/ 2001	M	N	N			0000 03	
2*	HULETT	NICHOLAS	H	00428 32844		10/02/ 1999	M	N	N			1444 30	

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Supervisor Roster – Non Standard Accommodations (Pink Books)

+ Students with non-standard accommodations will display on roster with an indicator of the accommodation code.

	Student's Name			Registration Number	P- Present/ A- Absent/ X-No Entry	Date Of Birth	Sex	Photo Required	Age 21 and Over	Verify ID	Verify Admin Ticket	High School Code	Opt Into Essay
	Last	First	M.I.										
1 E T	JAMEL Has accommodations: 016, 018	KHAN		00428 34802		06/02/ 1997	F	N	N			4710 65	
2 E T	NEMO Has accommodations: 016, 018	SER		00428 34795		11/03/ 1996	F	Y	N			4710 65	

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Supervisor Roster – Decoding Non-Standard Accommodations

Code	Accommodation
056	Other assistance – SSD staff will confirm
066	Auditory amplification

Students with any of these accommodations must be tested in the nonstandard testing room.
Extended-time accommodations are applied depending on the test taken.

Code	Accommodation
039	Extended breaks
040	Extra breaks
068	Permission to test blood sugar
069	Small group setting

Code	Extended Time Accommodation	Exten... SAT
016	50% Reading extended testing time	Extend... Extend...
017	50% Writing extended testing	Exten...

Note – some students may receive extended time on the entire test or, on specific sections. The roster and decoder will indicate this

(Group Type: T8)

ET = 50% extended time

NOTE: Test takers within the same Group Type must be tested in the same room(s). Test takers from different Group Types must not be seated in the same room, unless specifically noted. If a test taker chooses to opt in or out of the essay at check in, please indicate by making an X in the "Opt Into Essay / Opt Out Of Essay" column.

Student's Name			Registration Number	P-Present/ A-Absent / X-No Entry	Date Of Birth	Sex	Photo Required	Age 21 and Over	Verify ID	Verify Admin Ticket	High School Code	Opt Into Essay
Last	First	M.I										
SNOWDEN ET Has accommodations: ET=MATH ONLY 039, 018	RICHARD		004283 4497		05/13/ 1997	M	N	N			4721 10	

time — Extended time for all tests

Rosters for SSD Coordinators

+ SSD Coordinators are responsible for testing students with school-based accommodations.

+ A Non Standard Administration Roster (NAR) is available for download on SSD Online.

  - Students appearing on this roster will be tested in either the cyan room(s) for college-reportable or the lime room(s) for non-college reportable.

  - The roster provides the approved accommodations for each student.

  - SSD Coordinators will be asked to complete attendance information for each tester and return with their testing materials.

Rosenberg, Allyson (#0007156089)

DOB: November 22, 1995 Gender: Female   Test Administration Start Date:_____

____ Check here if student was absent   Test Administration End Date:_____

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NAR Roster – Non-Standard Accommodations

SAT Specific Test Date – School Day Test Version

SAT Specific Test Date – School Day Test Version (Summary Roster)

2012 SAT® Nonstandard Administration Report

_____

Date Generated:	**Mar 8, 2012**
School Code:	**342027**
School Name:	**FIRST FLIGHT HIGH SCHOOL** **100 Veteran Drive, Kill Devil Hills, NC 27948, US**
Test Date:	**Mar 10, 2012**

The following is a summary roster of students testing with College Board approved accommodations. Detailed Nonstandard Administration Reports for each student are available in the following pages. and listed in the same order as in the tables below.

- The students listed below are grouped by the test type for which they are registered (SAT test and SAT with Essay test and their approved accommodations are indicated. On test day students taking different types of tests (SAT test and SAT with Essay test) must test in separate rooms.
- Additionally, students whose accommodations require different testing schedule (e.g. extended time vs extra breaks vs standard timing) should test in separate rooms to minimize distractions during testing.

SAT

LAST NAME	FIRST NAME	SSD#	Accommodations
CONNELLY	KATY	#0004118359	
FERRELL	GABRIELLA	#0007156089	
GUY	FIERY	#0007156098	

NAR Roster – CT Specific Accommodations

SAT Specific Test Date – School Day Test Version with State-Allowed Accommodations (SAA)

SAT Specific Test Date – School Day Test Version with SAA (Summary Roster)

2012 SAT® Nonstandard
Administration Report for State-Allowed Accommodations

_____

Date Generated: **Apr 8, 2012**

School Code: **342027**

School Name: **FIRST FLIGHT HIGH SCHOOL**
100 Veteran Drive, Kill Devil Hills, NC 27948, US

Test Date: **Apr 11, 2012**

The following is a summary roster of students testing with State-Allowed Accommodations. Detailed Nonstandard Administration Reports for each student are available in the following pages.

Please note that students testing with State-Allowed Accommodations will not receive reportable scores.
Add some instructional text here.

SAT

LAST NAME	FIRST NAME	SSD#	Accommodations
CONNELLY	KATY	#0004118359	
FERRELL	GABRIELLA	#0007156089	

NAR Roster – Non-Standard & CT Specific Accommodations

2012 SAT® Nonstandard
Administration Report for State-Allowed Accommodations

_____

Date Generated: **Apr 8, 2012**

School Code: **342027**   **__Check here if student tested with Essay**

School Name: **FIRST FLIGHT HIGH SCHOOL**
                         100 Veteran Drive, Kill Devil Hills, NC 27948, US

Test Date: **Apr 11, 2012**

Rosenberg, Allyson (#0007156089)

DOB: November 22, 1995 Gender: Female   Test Administration Start Date:_____

___ Check here if student was absent   Test Administration End Date:_____

Test Information

SAT

Approved Accommodations: Please check all accommodations used by student.
__ Computer (Word Processor for Essays)

State-Allowed Accommodations: Please check all accommodations used by student.
___ Permission for food/medication
___ Permission to Test Blood Sugar

Comments: _____

Planning for Testing Rooms

Size of cohort testing and size of rooms used for testing determine number of rooms needed.

+ Options for rooms include:
    − Larger spaces, such as auditoriums and gymnasiums
    − Smaller spaces, such as classrooms

+ Seating diagrams for different room types are available in Connecticut SAT School Day Testing Manual

+ Location of testing rooms within the building
    − Separated from other classes/tests on different schedules or taking different assessments
    − Minimize noise and other disruptions when classes or other assessments break
    − Area where there will be minimal noise/distractions from outside the building
    − Access to restrooms

Seating and Furniture Requirements

+ Use chairs with backs.

+ Face seats in the same direction.

+ Place chairs directly behind those in the preceding row.

+ Separate each student by a minimum of four feet from right to left (measure from center of desk).

+ Ensure unimpeded access to every student by staff.

+ Seat only one student at a table measuring six feet in length or less.

+ Seat students at least four feet apart and facing the same direction if tables longer than six feet are used.

+ Provide a large, smooth writing surface, preferably desks or tables.

+ Tablet-arm chairs must have a minimum writing surface of 12 x 15 inches.

+ Study carrels, lapboards, language laboratory booths, and tables with partitions or dividers are not acceptable.

Sample Seating Plans

Plan IA: level seating

Sample Seating Plans

Plan IB: level seating

Sample Seating Plans

Plan II: elevated seating
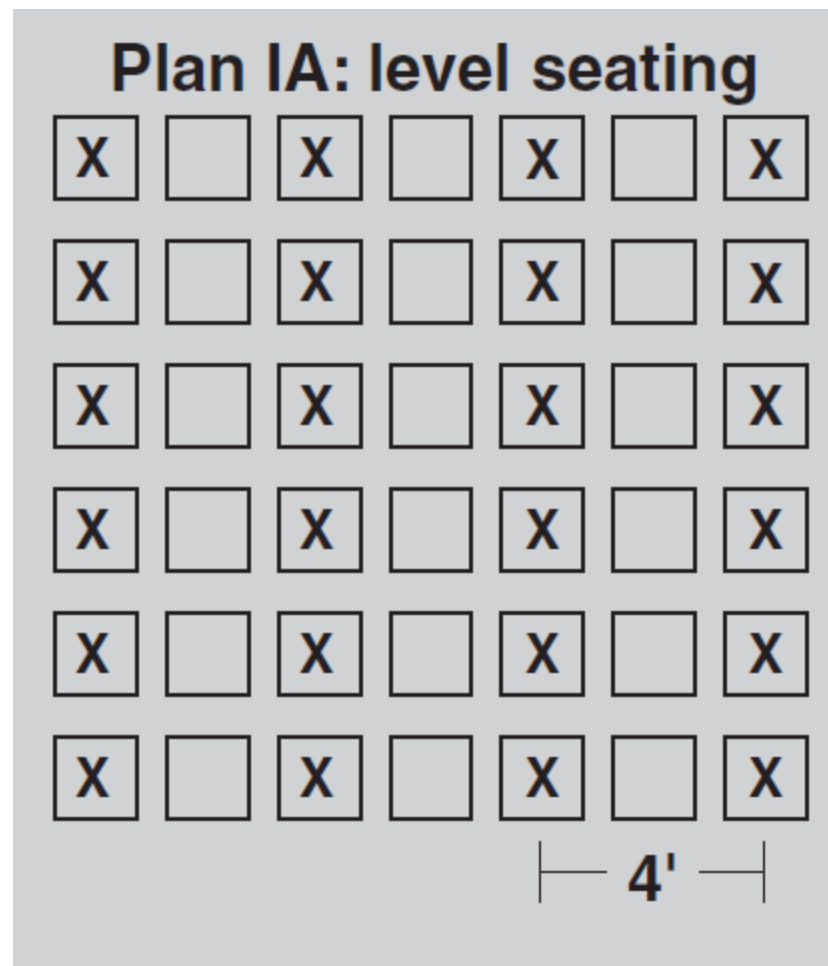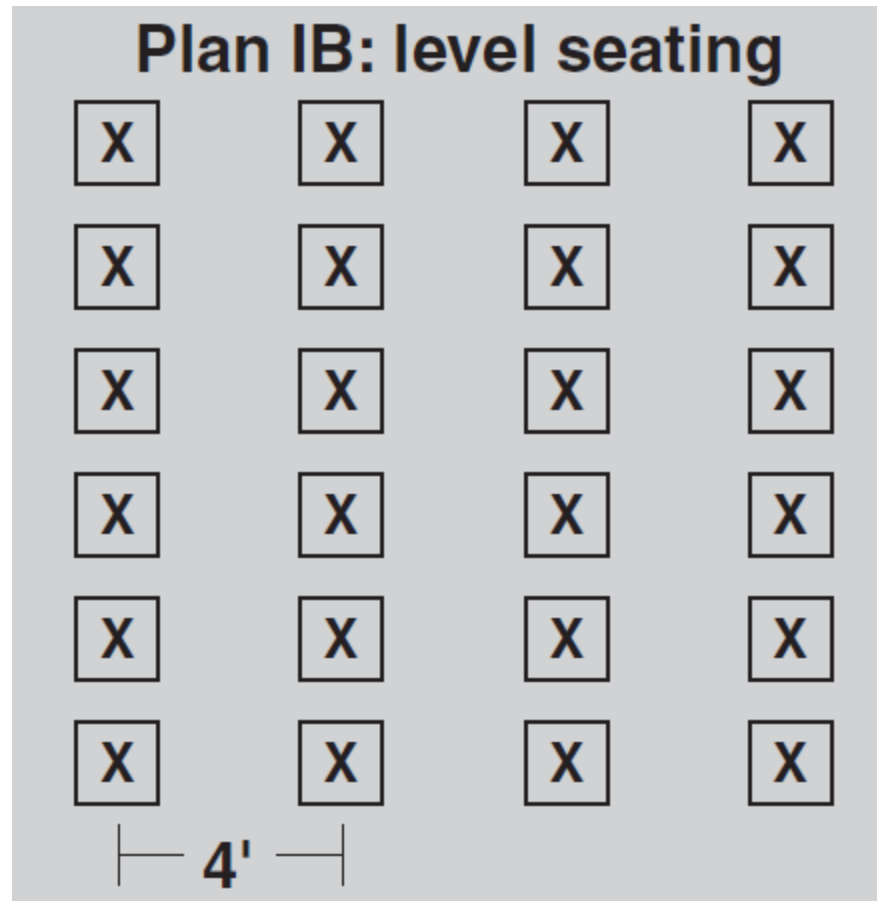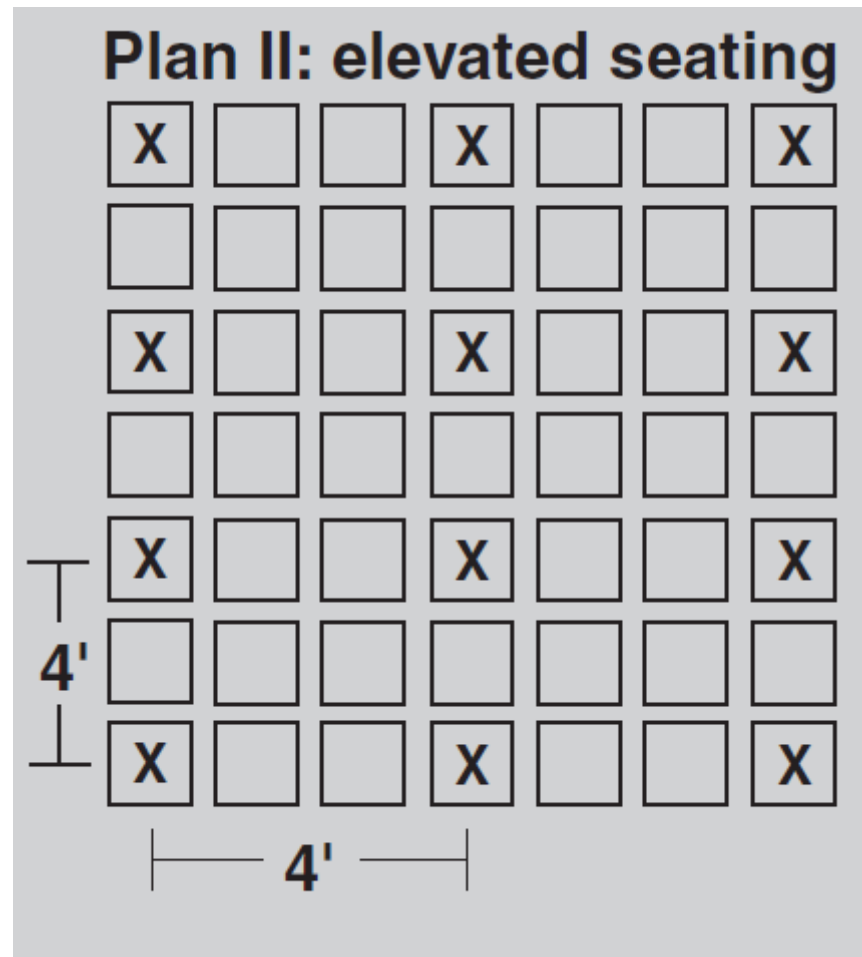
Sample Seating Plans

Plan III: tables

X

6' or less

$X \leftarrow 4' \rightarrow X \leftarrow 4' \rightarrow X$

More than 12'

Planning for Staffing Needs

The size of cohort testing, number of testing rooms and number of students in each room determine number of staff needed.

+ Formulas available in Connecticut SAT School Day Testing Manual

The following staff may not administer the CT SAT School Day:

+ Those employed by an outside test-prep company.
+ Those who have taken the SAT within 180 days of the administration date.
+ Those who have a household member taking the SAT at any site on the same date.

Planning for Staffing Needs

Different room configurations can change staffing needs.

Example:

+ Your school is testing 100 juniors for Connecticut SAT School Day

Room configuration Option #1

+ Using 4 classrooms of 25 students each
+ 5 staff members needed (plus Hall Monitor)

Test Center Supervisor

| Associate Supervisor for Room #1 | Associate Supervisor for Room #2 | Associate Supervisor for Room #3 | Associate Supervisor for Room #4 |

Planning for Staffing Needs

Different room configurations can change staffing needs.

> Example:
> + Your school is testing 100 juniors for Connecticut SAT School Day

Room configuration Option #2
+ Using the gym to test all 100 students together
+ 4 staff members needed (plus Hall Monitor)

Test Center Supervisor

Associate Supervisor

Proctor

Proctor

Training for Test Center Supervisors

In early February, Test Center Supervisors and SSD Coordinators will be asked to participate in a 60 minute webinar to be trained on the test day policies and procedures for administering the Connecticut SAT School Day.

+ The training is mandatory
+ Staff can select from one of multiple sessions at a time that is convenient for them.
+ The session materials will be made available for reference.
+ Test Center Supervisors will also receive samples of all forms and a Connecticut SAT School Day Testing Manual.

Test Materials & Administration

Test Materials Delivery

Standard Test materials will be addressed to the Test Center Supervisor at the school address and will arrive by February 26.

+ Let office staff know to expect the delivery.
+ Materials must be stored securely, once delivered.
+ Check contents of boxes within 24 hours of delivery using packing lists.
    − Contact Test Administration Services (TAS) immediately if there is a problem with your shipment – see Connecticut SAT School Day Testing Manual for specific instructions.
+ Check materials daily until test day.
    − Contact TAS immediately if materials show evidence of tampering.

Test Materials Delivery

+ A Connecticut SAT School Day Testing Manual will be delivered to schools no later than February 26, 2016.

+ Non-Standard test materials for students on the NAR will be addressed to the SSD Coordinator.

+ Procedures for keeping materials secure are consistent with those for standard materials.

Test Day

+ Test day processes are covered in depth in training webinars in **early February** as well as in printed Testing Manuals.
+ Test Center Supervisors should have the printed manuals with them on test day for quick and easy reference.
+ The manuals and training webinars cover:
    − Check-in
    − Materials distribution
    − Active monitoring
    − Addressing challenges and testing irregularities
    − Materials packaging and return
+ Test Center Supervisors will distribute admission tickets to students and ensure the test center number is visible to students in their testing room.

What Students Need on Test Day

+ Students must bring:
    − Two No.2 pencils with soft erasers; no pens or mechanical pencils
    − An acceptable calculator
      See for list: https://sat.collegeboard.org/register/calculator-policy

+ It is also recommended students bring:
    − A watch that has no audible alarm or communications/recording capabilities
    − A bag or backpack (which must be stored under desk during testing)
    − A snack and drinks (which must be packed away during testing)

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Post Test-Day & Make-up Administration

Test Materials Return

On **March 1, 2016** the Test Center Supervisor will receive an email from TAS with information about custom courier test materials pick-up

+ The email may include a confirmation number along with the date and time of the pick-up.
+ If this service is not available in your area, Supervisors will receive an email with alternate directions for returning their materials.

Once testing is complete, package **all** materials for shipment

+ Detailed instructions are included in test materials boxes and in the Connecticut SAT School Day Testing Manual.
+ Prepaid shipping labels, with the correct addresses for each box, are included with the test materials.

Test Materials Return

Once testing is complete, package **all** materials for shipment

+ Detailed instructions are included in test materials boxes and in the Connecticut SAT School Day Testing Manual.

+ Prepaid shipping labels, with the correct addresses for each box, are included with the test materials.

Test Material Returns

Follow packing and addressing instructions exactly

+ Used answer sheet and test day forms will be returned to one location.

+ Test books and unused answer sheets, are returned to a separate location.

+ School based testing materials are shipped separately upon completion of testing.

+ Errors in packing or shipping will lead to score delays for students.

+ If you have any questions, contact instructions will be provided for assistance.

Make-Up Testing – April 27, 2016

+ Materials will arrive no later than **April 22, 2016**.

+ All rostering and administration procedures for the make-up are the same as the primary administration.
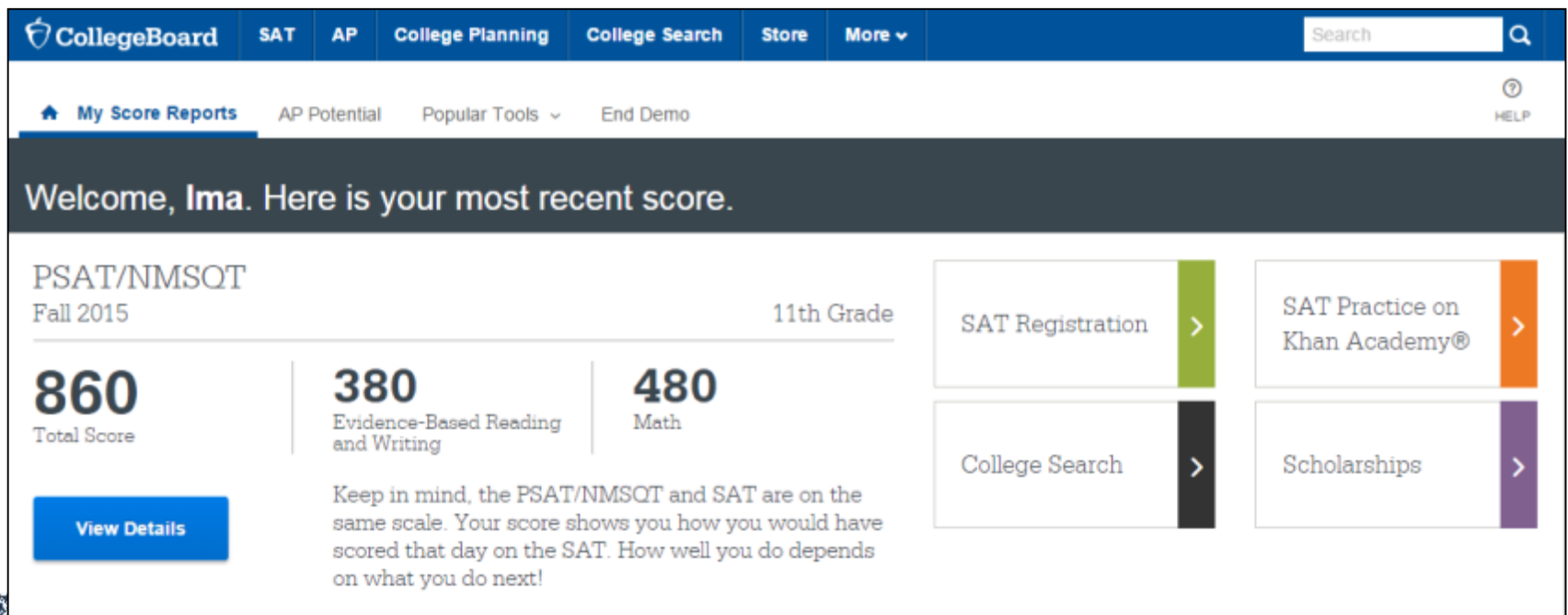
+ Material return procedures are the same as well.

Scores & Reporting

Scores & Reporting

+ Scores will be available mid-May for students and educators through the College Board Reporting Portal.

+ To access students will need a College Board account. Educators will need a College Board professional account.

+ Accountability reporting will follow separately from CSDE.

Cancelling Scores

+ Students who take the test and will receive college reportable scores have the option to cancel their scores, however the scores will still be provided to CSDE for accountability purposes.

+ A score may be cancelled, regardless of whether students have requested scores to be sent to Higher Education institution.

+ Students must complete the Request to Cancel Test Scores, which are sent to schools with the test materials and should be made available to students in each testing room on test day.

+ Students may complete the Request to Cancel Test Scores form on test day or send it to College Board no later than the third business day following the test.

Score Reporting ("Score Sends")

+ SAT scores will only be sent to Higher Education institutions if a student requests College Board sends them.

+ Students can send scores to up to 4 college or scholarship organizations for free as part of their School Day registration.

+ To send scores, students must have a College Board online account and can select the Higher Education institutions or scholarship organizations they wish to send.

+ Students can add or change the organizations up until March 11th at 11:59 PM EST. After that point there is a fee to send scores.

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Score Choice

+ Score Choice gives students the option to choose which scores to send to colleges (by test administration date) in accordance with an institutions states score use policy.

+ For student who have only taken the SAT once, that will be the only score that is sent to colleges/universities.

+ For students, who have taken the SAT multiple times, they can use Score Choice and select which scores, by test date for the SAT, to send to colleges. See: <https://sat.collegeboard.org/register/sat-score-choice>

+ If students do not use Score Choice, all scores will be sent. However, it is up to a student/family to understand the Higher Ed institutions policies. Some institutions will require all scores to be sent if the student has taken more than one SAT.

Contact Information

Michelle Rosado, CT SAT School Day Program Manager, michelle.rosado@ct.gov

Student Assessment Office 860-713-6860

CSDE SAT Web page: www.ct.gov/sde/sat

College Board's SAT School Day Customer Support

    855-373-6387 or

    SATSchoolDaySupport@collegeboard.org

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